

POLICE CHIEF
STUDY GUIDE

A written examination for the class of **POLICE CHIEF** to be administered in **JENNINGS** on **DECEMBER 2, 2003**, will consist of approximately 148 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE ADMINISTRATION Knowledge of the principles of effective police service administration, involving management theory and organizational behavior, planning and research, productivity evaluation, risk management, and establishing a system for internal departmental controls.	17.6%
PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, grievance resolution, and applicable provisions of civil service law.	10.1%
FINANCIAL MANAGEMENT Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds.	6.1%
INFORMATION MANAGEMENT Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records.	4.1%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>WRITTEN COMMUNICATIONS</p> <p>Knowledge of the information gathering process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.</p>	4.7%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.</p>	7.4%
<p>CRIME PREVENTION/COMMUNITY RELATIONS/PUBLIC SPEAKING</p> <p>Knowledge of the procedures involved in developing and conducting a crime prevention/community relations program to address specific community needs. Knowledge of accepted practices in public speaking, including elements of effective communication, preparation of material, and speech presentation.</p>	8.8%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.</p>	16.2%
<p>TRAINING</p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program.</p>	7.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management of equipment, property, and supplies for the department, including overseeing general care and maintenance of property and equipment, ordering and purchasing of equipment and supplies, and the preparation of specifications on new equipment for public bids.	7.4%
LAW ENFORCEMENT MANAGEMENT Knowledge of the procedures for managing and developing policy for the various law enforcement operations of the department, including patrol, traffic, criminal investigations, special operations, juvenile, and jail.	10.1%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, International City Management Association (ICMA), 1120 G Street, N.W., Washington, DC 20005, 3rd ed., 1995.

(NOTE: May also be obtained through LSU **Firemen Training Program**).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc. (Series in Criminal Justice), Englewood Cliffs, NJ 07632, 5th ed., 1994.

POLICE ADMINISTRATION, Wilson, O. W. and McLaren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 777 N. Capitol St., N.E., Suite 500, Washington, DC 20002-4201, 3rd ed., 1991.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C. 20002-4201, 4th ed., 1996.

SECONDARY REFERENCE MATERIAL

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., Englewood Cliffs, NJ 07632, 7th ed., 1994.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, 2nd ed., 1990.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW:

MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, Louisiana Revised Statute Title 33:2531 et seq.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.